

Lynchburg Parking Authority

Minutes

**City Manager's Office
900 Church Street
Lynchburg, VA 24504**

**Tuesday, December 8, 2009
3:00 pm**

Members Present: Michael Gillette, Ripley Owen, Tom Gerdy, Terri Proffitt

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx

Not Present: Dennis Howard, Angela Hamilton, Bert Dodson

Meeting was called to order by Michael Gillette.
Minutes from the October 13, 2009 meeting were approved.

Parking Manager's Report

Private Parking Lot Enforcement

We have had several requests for private parking lot enforcement. Kim Payne and Norman Hale have met with Police Chief Parks Snead to discuss the enforcement issue of private parking lots. The City Manager stated that the Parking Manager will respond to the request for private parking enforcement until we have a chance to analyze, process and make recommendations. We will need to establish a set of guidelines for the Authority's recommendation. We may be ready to discuss at the February's meeting. There has been an ordinance on the books since the 50's that states that the City will enforce parking on private lots.

Most recently, issuance of tickets in private parking lots was done by the two parking enforcement employees who were police department employees. If a vehicle needed to be towed they would call a police officer. When the City transitioned to parking ambassadors, the parking manager started receiving complaints from lot owners that this regulation was not being enforced. We need to work through this issue by talking with property owners and gathering necessary information. Reasonable expectations need to be set. We are also concerned that these lots have no signage. There needs to be some uniformity and a fair warning. We receive a couple hundred complaints a year.

Update on the series of parking meetings

The public parking meetings are made available for business owners and stakeholders to ask questions related to amendments to the paid parking ordinance. We are working through the process making sure that all stakeholders and business owners are aware of the changes that are coming. Meetings have gone exceptionally well. There are 3 meetings remaining.

Notices are scheduled to go out in the December's water bill's notifying residents that on-street residential parking fees increased city wide. Our plans are to create and post a short video on the City's website that tells what fines increases are and other changes to the code.

Parking RFP update

The City received 5 proposals in response the City RFP for a Parking Management System.

A Parking Evaluation Team was established to evaluate the proposals; the team members are Deborah Powell, Susan Hargis, Numan Franklin, Faye Gaddy, Lt. Clark and Norman Hale.

The evaluation team has completed their evaluation and have presented its recommendation to the City Manager to begin negotiating a contract with Duncan Solutions. The City Manager has approved moving forward with the negotiation.

Phase 1 - Software & handheld electronic ticket writers (5th Street to 12th Street on Main-City Deck and Clay Street Deck)

Phase 2 - Implementation of the pay station (Church Street)

Phase 3 - North/South Streets between Main Street and Church Street

Phase 4 - Commerce Street and Jefferson Street

This is over a 4 year period, beginning in 2010 – 2013/2014.

We could place pay stations on private lots if a private owner wants to enter into an agreement with the City. New pay stations will have all the appropriate software when delivered. We are proposing that the pay stations in the parking decks give receipts. They can actually put the receipt on the dashboard. Handheld units will interface with the pay stations.

Everyone in our area is going with pay and display simply because it's less of a maintenance issue and lower operational costs. It's better service to the customer. Enforcement personnel will know when there is a violation. With the software the enforcement personnel will be able to look at it on the street. Customers will not have to call in when experiencing problems.

Deborah Powell stated that they are on schedule and in good shape, but public discussions could take a while. We are in good shape for the negotiations.

There will be a validation system for merchants with the new parking equipment. We have received favorable input back from the validation process. The theory is we want the turnover on the street.

Lynchburg News and Advance requested information on 5 items:

Q -How many proposals did the City receive?

A – 5

Q - What is the price of individual proposals?

A - Price has not been determined; information is not available at this time.

Q - Can they get copies of proposals?

A – Yes, once we select a vendor and complete the entire process.

Q - How much money is left in parking fund?

A - \$109,416.68

Q - How many drivers have used the machine in the Midtown Parking Deck since it was installed?

A - 1701 payments processed through the pay stations for a total of \$3,715.00.

It would be helpful to have Parking Authority members come to some of the meetings so stakeholders will know who's on the Authority. Meetings are short. Norman Hale recommends having quarterly meetings. We will continue to communicate and keep the public updated.

Q - Ripley Owen suggested putting a free parking sign at the deck during the holidays.

A – Norman Hale does not recommend because you will have everyone parking in the deck.

Kim recommends bagging the meter and see how it works.

Comments/discussion

February 9, 2010 is the next meeting. Kim Payne's recommendation is to meet every other month. Whatever works best for the Parking Authority. January 12, 2010 meeting cancelled.

Michael Gillette - The intent is that councilman will not be on the Parking Authority by July 2010.

Q - Terri Proffitt – When will enforcement begin at end of Commerce Street?

A – Norman Hale explained that they are transitioning into enforcement. Enforcement has begun and will increase the 1st of January. We are training a new ambassador right now.

Q - Have you discussed signage in loading zones with Gerry Harter?

A - Norman has spoken with Gerry Harter and has also walked the area. We have a lot to do on our signage. We will begin the process in January. We are working on Commerce Street and should begin to notice changes very soon.

Adjourned - 4:00 p.m.

Next Meeting: February 9, 2010